

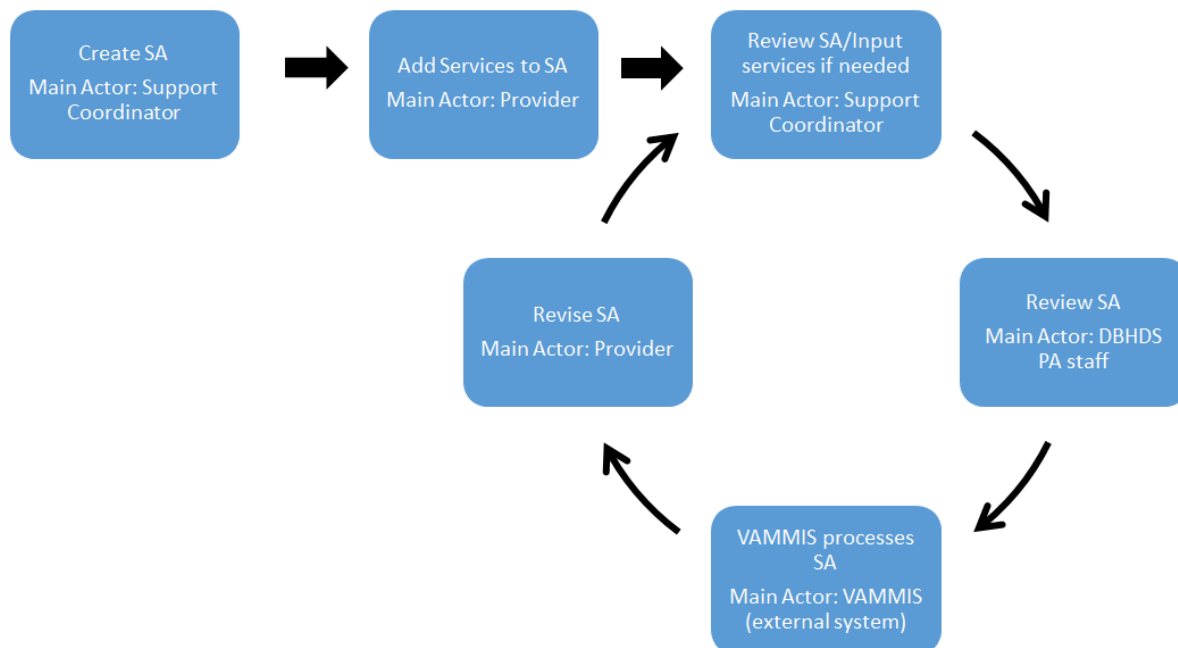
Provider Service Authorization Process

Providers receive the SA request from Support Coordinators. The Provider adds Service Detail line items and submits the SA with the Service Detail(s) to the SC for approval.

Step #	Action	How
1	Access Service Authorization List	Click My Lists Tab -> click on Service
2	Filter Function	Select the Show Me Status search criteria -> input optional information -> click Filter
3	Access Person's Details	Locate the Person -> click View
4	Add Service Detail(s)	Click Add (Service Details title bar) -> complete required fields: Service, Start Date, End Date and Units -> Complete optional field Add Cost/Unit information if known -> Click Save
	<i>Optional: Add additional Service Details using the above steps</i>	
5	Submit to Support Coordinator	Click Submit to Support Coordinator -> click Confirm

- Providers can view, edit or delete Service Detail line items prior to submission to the SC.
- Providers may only view Service Detail line items once submitted to the SC.
- Clicking Delete will permanently remove the Service Detail line item. The action cannot be reversed or recovered. A new Service Detail line item will need to be created if deletion was accidental.

Service Authorization – Overview of Process



Access to functions in WaMS is based on position and authority levels.

**Revise a Service Authorization with an Service Authorization #**

Step #	Action	Notes
1	Access Service Authorization List (Click My Lists Tab -> click on Service)	
2	Click Revise	The SA status returns to Pending Provider Input
3	Make needed edits	<u>VAMMIS processed the Service Line item:</u> -Options are View, Revise and End (if applicable) -Revising one of these will create a new Service Line item <u>VAMMIS unable to process the Service Line item</u> (i.e.: service was put on hold or VAMMIS was unable to process the Service Line item: -Available options are View, Edit, and Delete -Acting on these will not create a new Service Line item <u>Ending a Service:</u> the only available editable field is End Date
4	Click Submit to Support Coordinator	Workflow begins again

Tips:

- Services that have passed the authorized End Date cannot be revised or ended unless they have a post authorization flag
- If ending a service, then the end date cannot be before the authorized start date or after the authorized end date